

APPROVED

December 6, 2005

Michigan State Administrative Board

Lansing, Michigan

November 15, 2005

A regular meeting of the State Administrative Board was held in the Lake Ontario Room, 3rd Floor, Michigan Library and Historical Center, on Tuesday, November 15, 2005, at 11:00 a.m.

Present: Steve Liedel, Deputy Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Melanie Brown, Policy Advisor, representing John Cherry, Lt. Governor
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joe Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Randy Knapp, Manager, Contract Services Division, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Absent: Michael P. Flanagan, Superintendent of Public Instruction

Others Present:

James Burris, Tony Des Chenes, Elise Lancaster, Rebecca Nevai, Janet Rouse, Department of Management and Budget; Pam Lavender, Kelly Villarreal, Department of Transportation; Kristine Tuma, Dykema Gossett

1. CALL TO ORDER:

Mr. Liedel called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved to approve the minutes of the regular meeting held on November 1, 2005. The motion was supported by Ms. MacDowell and unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

Correspondence was received from Jacqueline M. Johnson, Department of Treasury, with the attached summary and detail investment holding reports for the Veterans' Benefit Trust Fund for the quarter ending September 30, 2005 and a report of investment transactions for the quarter ending September 30, 2005, in accordance with a resolution adopted by the State Administrative Board.

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedules:

DEPARTMENT OF CIVIL SERVICE, Hearings, Employee Relations, and
Mediation, 11/15/2005

DEPARTMENT OF COMMUNITY HEALTH, Revenue and Reimbursement
Division, 11/15/2005

DEPARTMENT OF HISTORY ARTS AND LIBRARIES

Business Services, 11/15/2005

Communications Office, 11/15/2005

Human Resources, 11/15/2005

Office of Regulatory Affairs, 11/15/2005

Mr. Pavona moved that the Retention and Disposal Schedule be approved. The motion was supported by Ms. MacDowell and unanimously approved.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of November 8, 2005, and the special meeting of November 15, 2005. After review of the forgoing Finance and Claims Committee Reports, Mr. Pavona moved that the Finance and Claims Committee Reports covering the regular meeting held November 8, 2005, and the special meeting held November 15, 2005, be approved and adopted. The motion was supported by Ms. Brown and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of November 9, 2005. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held November 9, 2005, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of November 9, 2005. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held November 9, 2005, be approved and adopted with Item 16 of the regular Transportation agenda withdrawn by the Department of Transportation at the State Administrative Board meeting held on November 15, 2005. The motion was supported by Mr. Isom and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Ms. MacDowell moved the meeting be adjourned. The motion was supported by Mr. Pavona and unanimously approved. Mr. Liedel adjourned the meeting.

SECRETARY

CHAIRPERSON